

# **EMPLOYEE DATA ANALYSIS USING EXCEL**



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# PROJECT TITLE



## EMPLOYEE PERFORMANCE BASED ON JOB ROLE AND EMPLOYEE TYPE

# AGENDA

1. Problem Statement
2. Project Overview
3. End Users Our Solution and
4. Proposition Dataset
5. Description Modelling
6. Approach Results and
7. Discussion Conclusion
- 8.



# PROBLEM STATEMENT

■ Performance metrics should align with the unique responsibilities and expectations of each role, whether it's a managerial, technical, or support position.





# PROJECT OVERVIEW

■  
This project aims to refine our approach to evaluating employee performance by incorporating job roles and employee types into our assessment criteria.



# WHO ARE THE END USER'S?



- HUMAN RESOURCE DEPARTMENTS
  - MANAGEMENT AND LEADERSHIP
  - TEAM LEADERS AND SUPERVISORS
  - EMPLOYEES
  - EXECUTIVE LEADERSHIP
  - BUSINESS ANALYSTS
  - RECRUITERS
- 
- 

# OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING- REMOVE VALUES  
PIVOT TABLE - SUMMARY OF  
EMPLOYEE PERFORMANCE  
BAR DIAGRAM - FINAL REPORT



# Dataset Description

Employee ID: A unique identifier assigned to each employee.

Age: The age of the employee, ranging from 18 to 60 years.

Gender: The gender of the employee

Years at Company: The number of years the employee has been working at the company.

Monthly Income: The monthly salary of the employee, in dollars.

Job Role: The department or role the employee works in, encoded into categories such as Finance, Healthcare, Technology, Education, and Media.



# Dataset Description

Work-Life Balance: The employee's perceived balance between work and personal life, (Poor, Below Average, Good, Excellent)

Job Satisfaction: The employee's satisfaction with their job: (Very Low, Low, Medium, High)

Performance Rating: The employee's performance rating: (Low, Below Average, Average, High)

Number of Promotions: The total number of promotions the employee has received.

Distance from Home: The distance between the employee's home and workplace, in miles.

# Dataset Description

Education Level: The highest education level attained by the employee: (High School, Associate Degree, Bachelor's Degree, Master's Degree, PhD)

Marital Status: The marital status of the employee: (Divorced, Married, Single)

Job Level: The job level of the employee: (Entry, Mid, Senior)

Company Size: The size of the company the employee works for: (Small, Medium, Large)

Company Tenure: The total number of years the employee has been working in the industry.

Remote Work: Whether the employee works remotely: (Yes or No)

Leadership Opportunities: Whether the employee has leadership opportunities

# THE "WOW" IN OUR SOLUTION



- ❖ Effective data visualization makes it easier to present complex data in an engaging and understandable way. Well-presented data can have
- ❖ a significant impact on decision-makers, helping to drive change and innovation.



# MODELLING

- STEP-1

DOWNLOAD THE EMPLOYEE DATASET  
AND OPEN THE EMPLOYEE DATASET IN EXCEL.

- STEP-2

SELECT THE ENTIRE DATA AND CLICK  
ON DATA AND CLICK ON FILTER OPTION.

- STEP-3

FILTER FTP FROM A TO Z ORDER.

- STEP-4

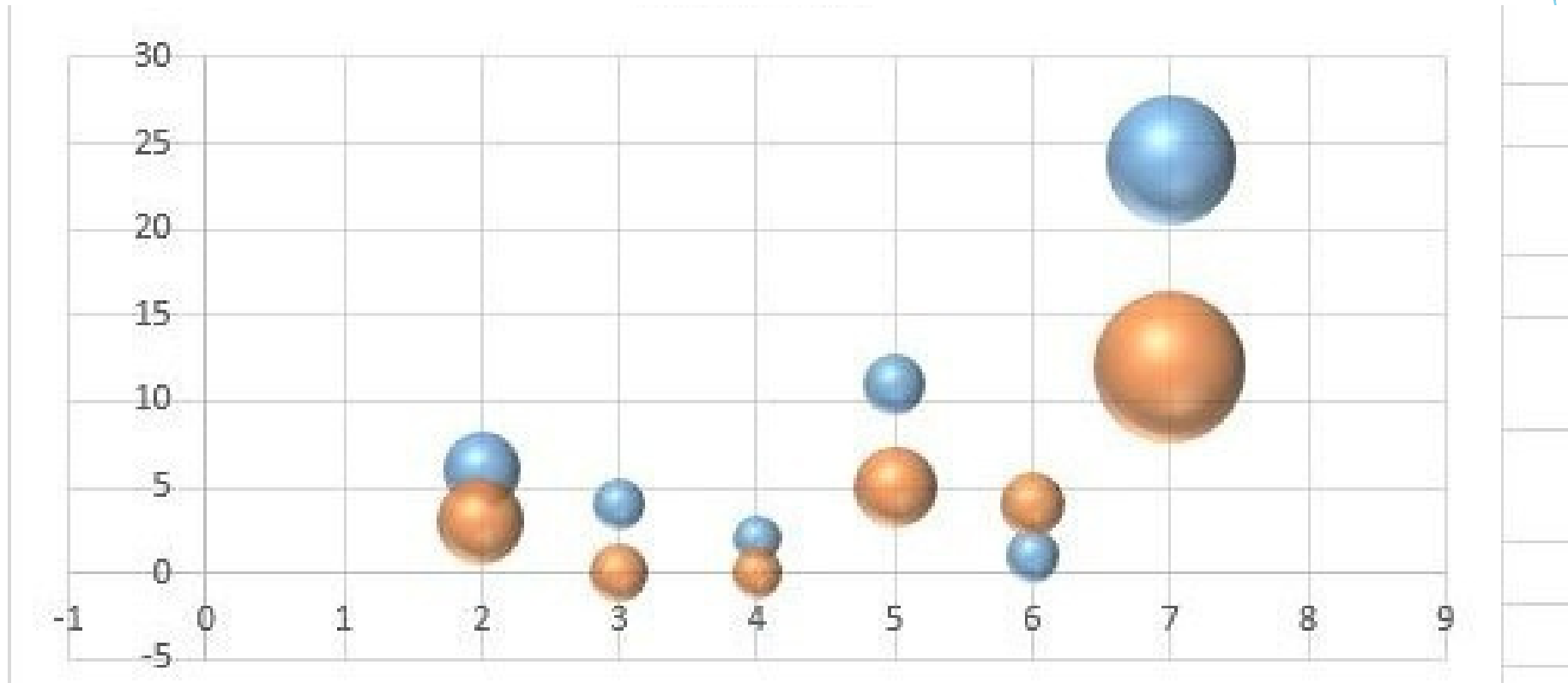
SELECT THE ENTIRE DATA AND CLICK  
ON INSERT AND CLICK ON PIVOT TABLE TO  
CREATE PIVOT TABLE.

- STEP -5  
DRAG THE NEEDED DATA AND CREATE A  
PIVOT TABLE.
- STEP -6  
SELECT THE PIVOT TABLE AND CLICK ON  
INSERT.
- STEP-7  
NOW CLICK ON THE CHART THAT YOU  
WANT.
- STEP -8  
THE CHART IS CREATED.

# RESULTS 1.TABLE

| Dependents<br>Job Role | Employee type |           |           |             |
|------------------------|---------------|-----------|-----------|-------------|
|                        | Fixed Term    | Permanent | Temporary | Grand Total |
| Education              | 6             | 31        | 3         | 40          |
| Finance                | 4             | 13        | 0         | 17          |
| Healthcare             | 2             | 11        | 0         | 13          |
| Media Technology       | 11            | 20        | 5         | 36          |

## 2. BAR DIAGRAM



# Conclusion

Employee performance often varies based on job roles and employee types.

Different roles require distinct skill sets and responsibilities, influencing performance outcomes.

For instance, managerial roles demand strong leadership and strategic .